



Autumn 2026 School Census

Census Checklist – Secondary Phase

Use this document for final completion checks only. Detailed definitions belong in the Supporting Guide; process and submission information belongs in the Quick Guide.

QUICK GUIDE

Process, dates & submission

SUPPORTING GUIDE

Detailed rules & definitions

CHECKLIST

Final completion checks

KEY DATES: Census Day: Thursday 1 October 2026. Maintained secondary school submission deadline: Friday 2 October 2026.

1. Before Census Day

- ☐ Check basic pupil details: name, date of birth, gender, year group, address, enrolment status, first language, ethnicity and service child indicator.
- ☐ Resolve temporary/duplicate UPNs and check ULNs for applicable pupils aged 14+.
- ☐ Check FSM: Targeted/Expanded category, start/end dates, UK country and verification date. Live eligibility must be rechecked between 1 June and 1 October 2026.
- ☐ Check Pupil Premium: Expanded FSM alone does not make a pupil eligible.
- ☐ Check Top-Up Funding and SEN Unit / Resourced Provision indicators.
- ☐ Check Youth Support Services Agreement / privacy-related information is complete for pupils in scope.
- ☐ Check learning aims previously submitted in error have been corrected or removed from the MIS.

Collection-period checks

- ☐ Attendance: 6 April to 31 July 2026 – resolve missing marks.
- ☐ Suspensions/permanent exclusions: start dates 1 January to 31 July 2026.
- ☐ Alternative Provision: open placements on Census Day and placements ending 21 May to 30 September 2026 inclusive.
- ☐ FSM: periods starting on/before 1 October 2026 with no end date or an end date from 22 May to 1 October 2026 inclusive.

New / changed for 2026/27

- ☐ Review Kinship Care indicator for all on-roll pupils on Census Day.
- ☐ Record applicable Managed Moves with start date, destination school URN and reason.
- ☐ Ensure new/revised exclusion cancellation and review information is being captured for later returns.
- ☐ Check the compulsory UK country and FSM category fields are populated.

2. On Census Day – Thursday 1 October 2026

- ☐ Generate the final return using the latest MIS census version.
- ☐ Resolve errors and investigate queries.
- ☐ Review the School Summary Report and compare key figures with previous returns.
- ☐ Obtain Headteacher review and approval.
- ☐ Maintained secondary schools: follow the Hackney submission route and submit by Friday 2 October 2026.

3. After Census Day

- ☐ Respond promptly to Hackney Education validation/data-quality queries.
- ☐ Correct and resubmit data where required.
- ☐ Keep the authorised census documentation in line with school record-management arrangements.